

# Application for Centennial Sportsplex Event Space Usage Permit

*This form is required for reservation requests.*



**For Official Use Only**  
Deposit: \$ \_\_\_\_\_ Receipt #: \_\_\_\_\_ Remaining Balance: \$ \_\_\_\_\_ Receipt #: \_\_\_\_\_

Date Application Submitted:

Individual/Group Making Application:

Main Contact (person responsible):

Address:

City:

State:

Zip Code:

Phone:

E-mail:

Event Space Requested:

## Specific Rooms/Areas Requested:

	Davidson Co. Residents	Non-Residents		Davidson Co. Residents	Non-Residents
Dance Studio	\$50.00/hour	\$55.00/hour	Skating Party Area 1 Package	\$100.00	\$110.00
Diving Well	\$39.00/hour	\$42.00/hour	Skating Party Area 2 Package	\$90.00	\$100.00
Multipurpose Room 1	\$35.00/hour	\$40.00/hour	Skating Party Area 3 Package	\$90.00	\$100.00
Multipurpose Room 2	\$50.00/hour	\$55.00/hour	Swim Party Package 1	\$140.00	\$154.00
Multipurpose Room 3	\$35.00/hour	\$40.00/hour	Swim Party Package 2	\$245.00	\$270.00
Pool (after hours)	\$42.00/hour (2-hr. min.)	\$46.00/hour (2-hr. min.)	Swim Party Package 3	\$170.00	\$187.00
Pool (after hours, holidays)	\$80.00/hour (2-hr. min.)	\$90.00/hour (2-hr. min.)	Swim Party Package 4	\$275.00	\$303.00
Private Instruction Package	\$50.00	\$55.00	Homeschool Group		
Private Skate Rental Package	\$300.00	\$330.00	Other Group _____		

Date of Requested Use:

Arrival Time:

Departure Time:

*(Any set-up and cleaning time must be included in the reservation period.)*

Description of Proposed Activity:

Expected Maximum Attendance:

Mark following activities involved, if any: *(May require additional fees, processes, and approvals)*

Fundraising

Concessions/Merchandise Sales

Admission Fees

Marketing/Sales

Entry/Registration Fees

Will the activity or event be advertised or promoted to the public? Yes No

If so, please attach a copy of any press release, flyer, or hand-out associated with the event.

List of Electrical Items you Plan to Use:

*All applications are subject to approval by the Facility Manager and/or the Superintendent of Parks, based on compliance with Park Board policies and the availability of facilities and staff. Some activities may require additional staff or security. Additional fees may apply. Certain activities may also require Park Board approval. By signing below, the applicant agrees to adhere to all Park Board policies, facility rules, and established fees published on the web at <http://www.nashville.gov/Parks-and-Recreation> and/or specified on this application.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Metro does not discriminate on the basis of age, race, sex, color, national origin, religion, or disability in admission to, access to, or operations of its programs, services, or activities. For inquiries, call 615-862-8400.*

Save completed form and email to [Lauren.Claunch@nashville.gov](mailto:Lauren.Claunch@nashville.gov) or Nethraja Rajaratnam, [NR@nashville.gov](mailto:NR@nashville.gov).



FOR ADA ACCOMMODATIONS, CALL 615-862-8400.

This Box for Official Use Only	Accepted and Approved by Metro Parks <input type="checkbox"/>	Disapproved <input type="checkbox"/>
Facility Manager:	Date:	
Superintendent of Parks:	Date:	
General Services:	Date:	

# **Policies, Procedures, and Fees for Reserving Centennial Sportsplex Event Space**

Metro Parks Policies and Fee Schedules:

<http://www.nashville.gov/Parks-and-Recreation/About-Us/Park-Board.aspx>

## **General Rules**

- Alcohol, drugs, and weapons are prohibited.
- The Centennial Sportsplex is a smoke-free facility. Smoking is allowed in designated outdoor areas, only.
- Furnishings provided by the center are limited to tables and chairs currently on inventory at Sportsplex. Any additional tables and chairs must be provided by the reserving party.
- Set-up, break-down, and clean-up time must be included in the reservation rental period.
- All areas used must be returned to the condition they were in before the rental period.
- All trash, decorations, and other items brought in by the reserving party must be removed from the building. No glitter allowed.
- Special equipment brought in for events (i.e., inflatable play structures) requires a certificate of liability insurance coverage of \$1 million. (This is generally available from the rental company.)
- Reserving parties are financially responsible for any damage to facilities or equipment during the reservation period.
- Staff have authority to stop unsafe, destructive, or illegal activity and terminate the reservation if policies and rules are violated.

## **Reservation Procedures**

- Individuals may rent the Centennial Sportsplex facility for private functions during and outside of normal operating hours. Make reservations in person, by phone, or by email.
- Make reservations up to two months in advance.
- Pay when you reserve. In some cases, you will need to pay a deposit.
- Pay in person at the Centennial Sportsplex by cash, check, or credit card, or over the phone by credit card.
- Make checks payable to Metro Parks.
- Additional fees may be required for events that involve the following:
  - Use of the pool or aquatics facilities
  - Independent athletic leagues
  - Invitational tournaments
  - Commercial activities
  - Park Board approved fund-raising activities
- Some reservations and equipment may require a certificate of liability insurance coverage of \$1 million (minimum)
- Permits to use a facility for a fundraising event can be requested at least 60 days in advance by the following:
  - Organizations with a permit from the Tennessee Charitable Solicitations Board
  - Educational institutions
  - Organizations with IRS 501(c)3 status
  - Candidates for public office

## Skating Parties

Skating parties are available only during public skating sessions. Pay for the minimum package when booking. Purchase extra tickets at the time of your party. We do not give refunds for unused tickets. Skate rental is included with all skating party packages. Each party area has two picnic tables to use. Feel free to bring your own decorations (no glitter). Arrive 20 minutes early to ensure that everyone in your party gets skates. We cannot reserve skates.

### Area 1 - \$100.00

Birthday Party Room

10 skate tickets (additional tickets \$7.00 each)

### Area 2 - \$90.00

Picnic table area located near the end of the ice rink bleachers

10 skate tickets (additional tickets \$7.00 each)

### Area 3 - \$90.00

Picnic table area located in the middle of the ice rink bleachers

10 skate tickets (additional tickets \$7.00 each)

### Private Instruction - \$50.00

The lesson includes 10 minutes of off-ice instruction on skate fit and lacing, and 20 minutes of on-ice instruction on basic pushing and gliding exercises. To arrange an instructor, contact [keneth.langley@nashville.gov](mailto:keneth.langley@nashville.gov), at least 10 days before your party. The cost is \$50.00 made payable to the instructor. You might need an additional instructor if you have over 20 skaters in your group.

### Private Rental - \$300.00

Want a rink to yourself for your party? Spring and Summer have the most availability. Fall and Winter stay mostly booked. Ice rentals start at \$300/hour and the first 30 skate rentals are free. Contact: [frank.wright@nashville.gov](mailto:frank.wright@nashville.gov) for more information.

## Swim Parties

Available Saturdays only, 1:00pm–3:30pm.

### Party Package 1 - \$140.00

- For a party of 10 swimmers or fewer
- Multipurpose Room 1
- 10 swim admission tickets

### Party Package 2 - \$245.00

- For a party of 25 swimmers or fewer
- Multipurpose Room 1
- 25 swim admission tickets
- 1 Lifeguard (mandatory)

### Party Package 3 - \$170.00

- For a party of 10 swimmers or fewer
- Multipurpose Room 2 (larger than Multipurpose Room 1)
- 10 swim admission tickets

### Party Package 4 - \$275.00

- For a party of 25 swimmers or fewer
- Multipurpose Room 2 (larger than Multipurpose Room 1)
- 25 swim admission tickets
- 1 Lifeguard (mandatory)

For more information: <http://www.nashville.gov/Parks-and-Recreation/Centennial-Sportsplex/Birthdays-and-Groups.aspx>